



September 21, 2021 **Job Posting**

Grade I	GIS Administrator	Job Description	
Direct Report	Technology Director	Salary	Expected Hiring Range \$73,027.50-\$83,889.00 annually
Department	Administrative Services	FLSA	Exempt
Division	Technology	Bargaining Unit	Non- Union
Hours/Benefits	37.5 Hours Weekly/Benefits Eligible	Location	Town Hall

Summary

Under the general direction of the Technology Director, the GIS Administrator develops and maintains a geographic information system to support the missions of the Town. Supports staff, committees and the public by providing up-to-date geographic data by performing spatial analysis and by providing maps, GIS viewers and applications.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Acquires new GIS data, maintains and improves existing data layers, e.g. parcels, zoning, addresses.
2. Provides thematic maps for staff, board, committees and the public.
3. Performs spatial analysis for staff, boards and committees.
4. Recommends GIS hardware and software; installs and maintains GIS software, conducts needs analysis and plans future GIS growth.
5. Trains internal GIS users including those with full GIS licenses and those with embedded GIS viewers.
6. Manages the GIS hardware, software implementations, and databases to ensure that they are used to their optimal capacity, properly maintained, updated and expanded as needed, and able to meet user needs.
7. Provides IT support on issues related to GIS, tablets, Town website and GIS related software.
8. Provides online GIS viewers and focused mapping applications to the staff and the public.
9. Supports public safety by maintaining critical infrastructure and related GIS layers by creating incident planning and event maps.
10. Develops GIS standards and procedures including documentation, data sharing agreements and data sales policies. Educates staff and the public on data accuracy and appropriate use.
11. Performs GPS data collection. Develops and supports field data collection tools for staff.
12. Recommends and manages contractors who provide data or GIS services. Performs quality control checks.
13. Works with the Engineering Division ensuring a smooth transfer between GIS and CAD.
14. Develops and manages GIS budget.
15. Departmental application development; working in conjunction with other Technology staff, responsible for GIS related project planning and implementation including capital budgeting and pursuit of grants, database development, import export facilitator, system administration.
16. Makes presentations to Technology staff and other Town departments, boards, and commissions as needed.
17. Attends regional GIS meetings as Town's representative as requested.

Supervisory Responsibility

This position may be responsible for supervision of interns and/or volunteers.

Work Hours

This is a full time position with typical 37.5 hours per week. Some fluctuation may occur to cover Town Hall operating hours of 7:30 AM to 5:30 PM Monday, Wednesday, Thursday, and 7:30AM to 7:00 PM Tuesday. Town Hall is closed on Fridays. Occasional off hour meetings may be required.

Minimum Qualifications

1. Graduation from an accredited college or university with a Bachelor's Degree in a GIS-related field (Geography, Land Management, Computer Science, Planning, etc.); and
2. Three to five years of experience in project management of a multi-user GIS, and thorough knowledge of GIS and CAD software; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
4. Certified Geographic Systems Professional (GISP) certification preferred.

Applicant should be able to meet the requirements of the position as outlined in the attached position description for GIS Administrator. Applicant should state education, training and experience which they feel has provided them with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full job description is available upon request

Sean D. Donahue

Human Resources Director

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